



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
7613 CARDINAL ROAD  
REDSTONE ARSENAL, AL 35898-5000

REPLY TO  
ATTENTION OF

9 February 2011

AMSAC-IM

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND  
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 403.4 -  
Permissible Use of Federal Government Communications Resources

1. You may use Government telephones for those communications that are most reasonably made from your normal workplace, such as checking in with your spouse or children; making medical, home and automobile repair and similar appointments; or making a bank or other financial transaction.
2. You may use computers to access the Internet for authorized, unclassified U.S. Government business. You may also access the Internet for professional development purposes, subject to ensuring that you accomplish your primary duties and mission. You may also access the Internet for personal reasons such as reading a business magazine Web site or checking stock quotes; but **YOU MAY DO THIS ONLY BEFORE AND AFTER WORK HOURS OR DURING YOUR LUNCH PERIOD OR OTHER AUTHORIZED BREAK DURING THE WORKDAY.**
3. In order to ensure that such use does not adversely affect the performance of official duties and serves a legitimate public interest, this policy is subject to the following:
  - a. You may not incur any long distance tolls or other usage fees chargeable to the Government; you must use toll-free numbers or charge the communications or access or other fees to your personal credit card.
  - b. This policy does not extend to personal communications to solicit business, advertise or engage in other selling activities in support of private business enterprises or fundraising activities.
  - c. You may not send group electronic mailings to offer items for sale or other personal purposes. You may not send group electronic mailings to announce events sponsored by a non-Federal entity without the prior approval of your supervisor. The supervisor should coordinate this action with an Ethics Counselor.
4. USASAC prohibits any use that would reflect adversely on the Army or the Department of Defense or which is incompatible with public service. Prohibited uses include, but are not limited to, accessing and downloading sexually oriented material and sending chain letters or harassing email.

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5. You should understand that use of Government resources serves as consent to monitoring and that the communication resources are generally not secure and do not provide anonymity.
6. This is a new policy memorandum.

A handwritten signature in black ink, appearing to read "Christopher Tucker", written in a cursive style.

CHRISTOPHER TUCKER  
Brigadier General, USA  
Commanding